



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

Nr. Khokhra Circle, Maninagar (E), Ahmedabad-380026

Re-advertisement for Recruitment of Registrar

Advertisement No. 13/2022

Last date of submission of filled-in applications through ONLINE portal: **30 September 2022 (Till 17:00 hrs)**. Last date of submission of duly signed hard copy of the online application along with supporting documents: **07 October 2022 (Till 17:00 hrs.)**

Applications through ONLINE MODE ONLY (available on our ONLINE Recruitment Portal <http://www.iitram.ac.in/career>) are invited from eligible candidates for the tenure post of **Registrar** as per the details below:

Sr. No.	Post (s)	Minimum Qualification and Experience	Minimum Pay	Age Limit (in years)
1	Registrar (01)	<p><u>Essential:</u> Master degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p>	<p>Rs.1,44,200/- in Pay Level 14 (Rs.1,44,200-2,18,200) as per 7th CPC</p>	<p>The candidate should not be more than 55 years of age on last date of submission of application</p>
		<p><u>Experience:</u> i. At least 15 Years of experience as Assistant Professor in the Pay Level-11 and above or with 8 years of service in the Pay Level-12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishments and/or other Institutions of higher education. OR 15 years of administrative experience of which 8 years' regular service as Deputy Registrar or an equivalent post in the Pay Level-12 and above. ii. Experience in handling computerized administration/ financial matters.</p>		

Sr. No.	Post (s)	Minimum Qualification and Experience	Minimum Pay	Age Limit (in years)
		<p>Desirable:</p> <p>i. A degree in Law / Management / Engineering from a recognized University/Institute.</p> <p>ii. Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.</p>		

General Conditions:

This is a tenure post for a maximum period of 5 years. The appointment shall be on **Deputation or Contract** basis. However, the appointment can be terminated by the Institute at any time by giving three months' notice or salary of three months in lieu of notice period.

The appointee has to perform the duties as prescribed for the post and assigned by the authorities of the Institute from time to time. The Board of Governors of the Institute, in the Institute's interest, may decide at its discretion to assign additional duties, besides the normal duties or altogether different /new from existing normal duties, without offering the salary and other facilities that the incumbent would be getting at that time.

The duly signed hard copy of the completed application(s) submitted through ONLINE portal must reach **“I/c. Registrar, Institute of Infrastructure, Technology Research And Management, Khokhra Circle, Maninagar(E), Ahmedabad-380026”** on or before date as stated above along with all necessary enclosures including application fee of Rs. 500/- (Rs. 250 for SC, ST and SEBC) (through Non- Refundable Demand Draft in original in the name of "Registrar, IITRAM") and “No objection Certificate”, wherever applicable. The envelope containing the application should be super-scribed **“Application for the post of Registrar”**.

Those in employment must apply through proper channel or submit “No Objection Certificate” from the concerned employer. However, an advance copy may be sent so as to reach to the Mailing address: **“I/c. Registrar, Institute of Infrastructure, Technology Research And Management, Khokhra Circle, Maninagar (E), Ahmedabad-380026”** by the last date. The Institute will not be responsible for any postal delay in delivering the hard copy of the application of any candidate.

It is to be noted that possession of mere eligibility conditions shall not entitle a person for consideration of the selection Committee. The decision of the Screening Committee, appointed for the purpose of short-listing the candidates from amongst the total number of applications received, shall be binding on all. Incomplete applications or applications received after the last date of submission or without the application fee shall not be considered.

Note: Those who have applied earlier against the original Advt. No. 5/2022 need not to apply again. Their previous application will be considered. However, they may update their application, if required.

— I/c. Registrar